

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SR DIRECTOR BUILDING OFFICIAL		<b>Date:</b> 12/15/99
<b>Position Level:</b> 13	<b>FLSA Status:</b> Exempt	<b>Class Code:</b> 13-1

### GENERAL DESCRIPTION

Primary function is to plan, organize, direct and coordinate the functions of the Building Department which includes permitting, inspections and contractor licensing.

### KEY RESPONSIBILITIES

1. \*Perform general budgetary, personnel, and management functions.
2. \*Interprets Building Code and prepares recommended changes to Building Code and Chapter Six Land Development Regulations.
3. \*Directs department's responsibilities for processing, reviewing, approving, and issuing building permits.
4. \*Supervises management and maintenance of all permitting records.
5. Administers contractor's licensing program and serves as professional staff to Contractor's Licensing Board.
6. \*Supervise collection, accounting, and proper depositing of all permitting fees.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR. DIR., BUILDING OFFICIAL	<b>Class Code:</b> 13-1	<b>Position Level:</b> 13
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. Major's required: in Architecture, Engineering or related fields.
<i>Experience:</i>	7 to 10 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving , and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other</i>	Requires State Certification Pursuant to F.S. 468. State Certification as a Building Code Administrator.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

<b>Position Title:</b> SR. DIR., BUILDING OFFICIAL	<b>Class Code:</b> 1011	<b>Position Level:</b> 13
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On this date I have received a copy of my job description relating to my employment with  
Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_